

California Housing Finance Agency

Job Opportunity

Office Assistant (T) (will also consider: Account Clerk II)

Salary Range	Office Assistant (T) Range A - \$2003-2435 Range B - \$2172-2641 Account Clerk II \$2209-2687
Final File Date	Untill Filled
Division	Fiscal Services Division, Operations Unit. <i>Note this Unit on the front of your application.</i>
Specific Location	12 & L Streets, Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Applicants should be State employees who are currently in the classification being advertised, eligible for lateral transfer to this classification, or on a current eligible list for appointment to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered. <i>Appointment is subject to the provisions of SROA.</i>
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the position in the Operations Unit.</i>
Duties	<p>Under the close supervision of the Senior Accounting Officer, the Office Assistant (or Account Clerk II) performs the following duties:</p> <ul style="list-style-type: none"> 25% Receives all mail for the Accounting Office. Sorts and distributes to the appropriate desk. Prepares checks for various deposits. 15% Prepares revolving fund claim schedules for submission to the State Controller's Office for reimbursement. Ensures that goods have been received or services rendered prior to submission. Codes appropriate expenditure categories for input into the general ledger. 15% Key enters travel and temporary employee expenditures and reconciles with the allotment expenditure ledger. Prepares monthly travel report and report of temporary staff for management. 15% Assists Supervisor of Operations Accounting and Comptroller with reports, correspondence and other duties as required. 10% Mails out all checks issued by Accounting. Matches up corresponding documents with the appropriate check for mailing. 5% Receives monthly payroll checks, sorts by divisions and verifies that all payroll checks have been received. <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p>

continued

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

- 5% Prepares the monthly attendance report for Accounting. Verifies employee's timesheet with attendance records and maintains balances to reconcile with personnel.
- 5% Maintains ledger of Agency subscriptions and memberships to ensure renewals are not duplicated. Records training expenditures for the Accounting Section and prepares the training report for Comptroller monthly.
- 5% Acts as telephone receptionist for Accounting. Answers calls for unavailable staff. Takes message and/or researches information and directs calls to appropriate staff.

10/7/04